

# California Energy Commission



**CLASSIFICATION:** Senior Legal Analyst  
(May consider downgrading to Legal Analyst)

**TENURE:** Permanent

**TIME BASE:** Full-time

**SALARY:** \$4,619 - \$5,616 (The salary will be adjusted accordingly to comply with the furlough program.)

**LOCATION:** Office of Chief Counsel

**FINAL FILING DATE:** Until Filled

**DUTIES/RESPONSIBILITIES:** Under the general direction of the Chief Counsel and the immediate supervision of the Staff Services Manager I, Legal/Docket Administration, the Senior Legal Analyst regularly and independently performs the full range of varied and most complex paralegal duties of an analytical and sensitive nature, including those requiring a high level of responsibility --duties requiring specialized legal knowledge, analysis, coordination with the Docket Unit in the Chief Counsel's Office and attorneys, and also provides consultative services not only to the Docket Unit and attorneys, but to persons in other offices and divisions in the agency. The incumbent must handle day-to-day implementation of the e-Filing Case Records Management System (eCRMS), troubleshoot Docket issues, analyze problems and develop solutions; assist in the transition of the Docket Unit's tracking database and procedures from the current obsolete FoxPro database to the new eCRMS database or document management system; understand the significance of legal records, file integrity, and public accessibility of public documents to ensure procedures will address those concerns; understand and handle the significance of, and the separate processes associated with, the filing of confidential records and protection of confidentiality. The incumbent must understand and possess knowledge of a variety of proceedings, both administrative and judicial, that the Energy Commission conducts, monitors, or appears in, and must be familiar with the multiple areas of law and practice in which the Office of Chief Counsel advises and serves the Commission, and must understand the nature, purpose, and importance of proper, formal agency recordkeeping practices and be able to evaluate and establish protocols that ensure timely and accurate file management. The incumbent will also serve as a resource for attorneys by researching such matters as court rules, rules of practice and procedure for administrative proceedings, past Commission cases and decisions, and statutory requirements for rulemaking files; process subpoenas that are served on various individuals and entities in litigation and in administrative proceedings. The incumbent must be capable of handling extensive contacts with all levels of personnel throughout the Energy Commission, as well as with various levels of personnel outside the agency, and with the public. In addition, the incumbent serves as a lead person over other legal support staff and coordinates the efforts of other government agencies on projects involving the Docket Unit and the Office of Chief Counsel.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- ☐ Knowledge of legal concepts, terminology, principles, and procedures
- ☐ Ability to act independently, be open-minded, flexible, and tactful
- ☐ Ability to operate Electronic Case Record Management System
- ☐ Ability to exercise confidentiality
- ☐ Strong communication skills (both oral and written)
- ☐ Ability to work cooperatively with co-workers, supervisor, management, and professional staff
- ☐ Excellent attendance, be punctual, and dependable
- ☐ Be a "Team Player"

In addition to meeting all other applicable requirements, Applications **MUST** include a list of at least two references, preferably previous and current employers, who may be contacted about the applicant.

**RPA 140-343**

**Position # 140-5333-001**

**Ok EO**

**2-5-13**

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## *California Energy Commis*



**WHO MAY APPLY:** All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678. Applications will be screened for experience, knowledge and skill.

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

Emily Oren (RPA 140-343 )  
Personnel Office  
California Energy Commission  
1516 Ninth Street, MS # 3  
Sacramento, CA 95814  
(916) 654-4100

**California Relay (Telephone) Service for the Deaf or  
Hearing-Impaired**  
**From hTDD Phones: 1-800-735-2929**  
**From Voice Phones: 1-800-735-2922**

